

CERTIFICATION OF PUBLICATION

CITY OF BALTIMORE DEPARTMENT OF TRANSPORTATION PUBLIC NOTICE PROCUREMENT OF CONSULTANT SERVICES

Project # 982 – Charles Street Two-Way Study From Lafayette Avenue To Lee Street

The City of Baltimore, Office of Boards & Commissions, has been requested by the Department of Transportation of the Transportation Engineering and Construction Division to seek qualified professionals to conduct a Feasibility Study for the conversion of Charles Street to Two-Way operation. The limits of the study area are from Lafayette Avenue to Lee Street. The study includes the following elements:

- Review of previous studies
- Development of two-way scenarios
- Development of traffic forecasts for Charles and adjacent streets
- Identification of problems/issues
- Identification of impacts on surrounding streets regarding traffic service, parking pedestrian flow, safety transit, and potential economic impacts
- Presentation of information at public meetings.

The interested firms must possess knowledge and experience in the following areas:

- Traffic Engineering
- Transportation Planning
- Highway and Utility Engineering
- Public Outreach
- Economic Impact Studies
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Project Design fees have been estimated at \$200,000. Duration of the professional services contract is estimated to be nine (9) months. One consultant will be awarded.

Should you have any questions in this matter, please contact Mr. Nasser Rahimi at (410) 396-6946, or e-mail Nasser.Rahimi@Baltimorecity.gov.

Firms intending to submit a proposal as a prime consultant for this project should submit a "Letter of Interest" to the Office of Boards and Commissions, Room 601, 417 East Fayette Street, Baltimore, Maryland 21202 (FAX: 410-625-4667). Since these letters are utilized to assist small, minority and women business enterprises in identifying potential teaming partners, the letters should be submitted within five (5) days of the date of the project's

advertisement. The letter should contain a contact person. Failure to submit a “Letter of Interest” will not disqualify a firm submitting a proposal for the project.

Each prime consultant applying for this Project will be required to complete and submit an original Federal Form 255, along with five copies, to the Office of Boards & Commissions. The Federal Form 255 and the five copies must be submitted on or before 12:00 p.m. (Noon) on **9-22-2004**. Submittals may not be accepted after this deadline.

All architectural, engineering and surveying firms listed in the specific proposal for the project must be prequalified by the Office of Boards and Commissions for each applicable discipline at the time of submittal for the Project.

It is policy of the City of Baltimore to promote equal business opportunity in the City’s contracting process. Pursuant to Article 5, subtitle 28 of the Baltimore City Code (2000 Edition) – Minority and Women’s Business Program, Minority Business Enterprise (MBE) and Women’s Business Enterprise (WBE) participation goals apply to this contract.

The MBE goal is 21%
The WBE goal is 7%

Both the proposed Minority and Women’s Business Enterprise firms must be named and identified as an MBE or WBE within Item 6 of the Standard Form (SF) 255 in the spaces provided for identifying outside key consultants/associates anticipated for utilization for this project.

Any submittal that does not include the proper MBE/WBE (in some instance DBE) participation will be disapproved for further consideration for this project.

Verifying Certification

Each firm submitting a SF 255 for consideration for a project is responsible for verifying that all MBEs and WBEs to be utilized on the project are certified by the Minority and Women’s Business Opportunity Office (MWBOO) prior to submitting the proposal. A directory of certified MBEs and WBEs is available from MWBOO. Since changes to the directory occur daily, firms submitting SF 255s should call MWBOO at 410-396-4355 to verify certification, expiration dates and services that the MBE/WBE is certified to provide.

Non-Affiliation

A firm submitting a proposal may not use an MBE or WBE to meet a contract goal if

1. The firm has a financial interest in the MBE or WBE.
2. The firm has an interest in the ownership or control of the MBE or WBE.
3. The firm is significantly involved in the operation of the MBE or WBE (Article 5, Subtitle 28-41).

A firm submitting as a prime consultant that fails to comply with the requirements of Article 5, Subtitle 28 of the Baltimore City Code when executing a contract is subject to the following penalties; suspension of a contract; withholding of funds; rescission of contract based on material breach; disqualification as a consultant from eligibility to provide services to the City for a period not to exceed 2 years; and payment for damages incurred by the City.

A resume for each person listed as key personnel and/or specialist, including those from MBE and WBE must be shown on the page provided within the application.

Out-of-State Corporations must identify their corporate resident agent within the application.

Please be advised that for the purpose of reviewing price proposals and invoices, the City of Baltimore defines a principal of a firm as follows:

A "Principal" is any individual owning 5% or more of the outstanding stock of an entity, partner of a partnership, a 5% or more shareholder of a sub-chapter "S" Corporation, or an individual owner.

Out-of-State Corporations must identify their corporate resident agent within the application.

Firms will not be considered for specific project if they apply as both a sub consultant and prime consultant.

The applications for this project (Form 255) cannot be supplemented with any additional information such as graphs, photographs, organizational charts, etc. All such information should be incorporated into the appropriate pages. Applications should not be bound. Applications should simply be stapled in the upper left-hand-corner. Cover sheets should not be included. Inclusion and/or submittal of additional material will result in the applicant being disqualified from consideration for this Project.

Failure to follow directions of this advertisement or the application may cause disqualification of the submittal.

Robert B. MacLeod
Executive Secretary

Issue of: **8-31-2004**

Afro-American
Baltimore Times
Daily Record
Sun